

**MAPLE POINT
MIDDLE SCHOOL**

**STUDENT
DISCIPLINE CODE
2011-2012**

Work Hard – Be Kind

MAPLE POINT MIDDLE SCHOOL
2250 Langhorne-Yardley Rd.
Langhorne, Pa. 19047

Main Office: 215-809-6230
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STUDENT DISCIPLINE CODE 2011-2012

PRINCIPAL: Alex Menio

COUNSELORS:

Mrs. Barbara Strokovsky —Grade 6
Mrs. Marcy Spigler —Grade 7
Dr. Rosemary Horsley —Grade 8

**THIS DISCIPLINE CODE BOOKLET
BELONGS TO:**

NAME: _____

ADDRESS _____

PHONE _____

COUNSELOR _____

HOMEROOM _____

MAPLE POINT MIDDLE SCHOOL
DISCIPLINE CODE

CONFORMS TO NESHAMINY'S SCHOOL BOARD POLICY #505

I. A STATEMENT ON DISCIPLINE

According to Section 1317, School Laws of Pennsylvania, "every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the time they are in attendance, including the time required in going to and coming from their homes as the parents, guardians or persons in parental relations to such pupils may exercise over them."

The above authorization, however, does not mean that a parent or guardian may not bring suit against a teacher or principal should he/she be of the opinion that the punishment has been unjustifiably severe. **CORPORAL OR PHYSICAL PUNISHMENT IS NOT TO BE USED AS A DISCIPLINARY MEASURE.** Physical contact may be used by members of the certified staff in self-defense, to protect the student involved, to protect other students or to remove a pupil from, or direct a student to, a given area after a student refuses to follow a directive. Staff should exercise judgment in this matter by calling for administrative assistance when necessary.

II. PHILOSOPHY OF DISCIPLINE

A. Effective discipline should serve two purposes: first, it should prevent a recurrence of a particular misbehavior in a student and second it should be a learning experience for the student, permitting him to see why certain school rules have been made and why they must be followed.

B. Discipline is more than "making" a student do what is right. It should encourage a student to "choose" to do what is right.

C. The laying on of hands is permitted in the following instances:

The goal of the Maple Point Middle School discipline code is to provide a structure in which students can successfully function and learn. It is also based on the premise that students can change their behavior given the opportunity to do so. In some cases the opportunity must be provided outside the school setting. The alternative to suspension program provides a full day of activities designed to enhance the student's decision-making skills and ultimately change the negative behaviors that led to suspension in the first place. At The Learning Center at Neshaminy, students will have educational support group, (discussion and activities) independent study time (work from home school) and community service.

1. In self-defense
2. To protect other pupils
3. To keep a student from injuring himself
4. To remove a student from or direct student to a given area after the student refuses to follow a given directive

D. In an attempt to resolve an "in-class" problem, each teacher will take the following steps in sequence:

1. Work with the pupils on an individual basis; consult with counselors, staff, and check cumulative folder.
2. Seek the aid, support and assistance of the students' parents. Contact to parents may be made by telephone or in writing.

If steps one and two fail, turn the problem over to the assistant principal and inform him/her by official incident card of all relevant action taken up to that point in time.

E. When a substitute teacher is in the building, we expect all students to show the utmost courtesy and cooperation. Failure to cooperate will result in an office detention, and if the student has had prior problems, five demerits.

DETENTION AND SUSPENSION

NOTE: The middle school administration reserves the right to restrict students who have experienced serious misconduct problems, such as but not limited to suspension from participating in school activities including dances, trips and after-school activities.

ALTERNATIVE TO SUSPENSION

Maple Point Middle School has the opportunity to provide an alternative to out-of-school suspension for a limited number of students. The alternative to suspension program is held at **The Learning Center at Neshaminy**, and accepts students who are well into the discipline code. Identified students who are given the option to participate must do so for a minimum of two days, have parent permission and in the opinion of the assistant principal (who will use data collected on the student, i.e. teacher comments, SAP information, guidance counselor input, etc.) have the potential to benefit from the program.

The goal of the Maple Point Middle School discipline code is to provide a structure in which students can successfully function and learn. It is also based on the premise that students can change their behavior given the opportunity to do so. In some cases the opportunity must be provided outside the school setting. The alternative to suspension program provides a full day of activities designed to enhance the student's decision-making skills and ultimately change the negative behaviors that led to suspension in the first place. At The Learning Center at Neshaminy, students will have educational support group, (discussion and activities) independent study time (work from home school) and community service.

III. STUDENT DRESS CODE

A. Statement of Policy: School attire must meet reasonable standards of cleanliness, not endanger student or public health, not be intimidating or threatening within the school environment (i.e. excessive make-up, long chains hanging from pants or other pieces of clothing, items having points or containing sharp edges,) not be disruptive to the educational process and meet reasonable standards of appropriateness.

B. Examples of INAPPROPRIATE dress:

1. Hats and bandannas worn in the building (boys and girls)
2. Bare or stocking feet
3. See-through clothing
4. Patches improperly placed & serving no necessary function
5. Heavy clothing normally worn only outdoors.
6. Any apparel that overexposes the body (i.e. halters, midriff blouses, muscle shirts, tank tops, short shorts, track or similar length shorts, short skirts, etc.)
7. Any clothing with inappropriate imprints or wording.
8. Exposing apparel deemed an undergarment (i.e. bra straps, boxers, briefs)
9. Shirts with less than a 2 1/2" strap
10. Shorts with less than a 6" inseam—length equivalent or longer than finger tip length when arms are extended at the side.
11. Tights or pajama bottoms worn as pants.

C. 1st Offense

1. Student will be issued a letter mailed home by the office indicating Dress Code violation and date of violation.
2. Student will be provided with appropriate clothing from the Maple Point "clothing bank" if he/she does not have other appropriate attire.
3. Copy of letter will be placed in student discipline file.

D. 2nd Offense and subsequent offenses

1. Parental contact via telephone requesting appropriate clothing be brought to school. If parent is unable to bring appropriate attire, student will be provided with clothing from the Maple Point "clothing bank."
2. Issuance of 5 demerits

IV. STUDENT BAGS/BACKPACKS

No larger than 5 x 8 may be carried throughout the day (exception—to and from Physical Education class.)

- A. 1st offense—verbal warning from teacher with confiscation of bag to be picked up by student at a later time. (end of class, before lunch, etc.)
- B. 2nd and subsequent offenses—Confiscation of bag and 5 demerits (mandatory)

V. MINOR BREACHES OF DISCIPLINE—LEVEL 1

- A. Definition: Misconduct impedes orderly operation of classroom and/or school.
Examples:

1. Late to class
2. Lying
3. Making classroom disturbance such as: talking, moving around without permission, yelling, etc.
4. Abusive language including foul or obscene language or gesture NOT directed toward anyone
5. Minor out-of-class problems, e.g. inappropriate display of affection, running in the halls, food outside the cafeteria and other cafeteria violations, unauthorized locker use, littering, etc.
6. Breach of dress code
7. Disruption of detention

Refusal to comply with 1-7 above or repeat offenses see Level 2—Minor Breaches of discipline.

B. Initiator of Action—Teacher or staff member observing or supervising student.

C. Procedures to be followed by the staff:

Step 1 - Talk with student involved, hear student's side of the story and/or use any of the following:

1. Verbal reprimand
2. Teacher counseling
3. Detention with teacher
4. Withdrawal of classroom privileges
5. Behavior contracts
6. Special assignments
7. Removal from mainstream of class to other area of the room or to restricted lunchroom in the event of cafeteria violation.

Step 2 - Parental contact for in-class problems only. (Please note that the list of examples given under

“Breaches of Discipline” is not meant to be all-inclusive.) Example #5 is not included.

Step 3 - Referral to assistant principal, only after steps 1 and 2 have been followed, to be dealt with as a minor breach of discipline, level 2.

Parental contact from step #2 must have been made within the 20 weeks prior to the referral.

The discipline committee recommends the teacher keep a record of any parental contacts made and incident cards recorded.

VI. MINOR BREACHES OF DISCIPLINE—LEVEL 2

A. Definition: Misconduct that disrupts the learning climate of school (repeated or serious in nature.)

B. Examples:

1. Level 1 misconduct (after parental contact)
2. Failure to cooperate with a substitute teacher
3. Lateness to school
4. Truancy
5. Possession of tobacco products (including smokeless, matches, lighters, etc. on school grounds E-6 minimum.)
6. Continuous disruptive class behavior including disruption of after-school detention, which would automatically be a repeat offense.
7. Forgery or failure to bring in absence excuses.
8. Continued refusal to obey lunchroom rules and regulations.
9. Refusal to follow legitimate request of staff member. (defiance/insubordination)
10. Out of assigned area without a pass
11. Possession of drug paraphernalia (E-5 mandatory)
12. Remaining after school without legitimate cause
13. Having possession of beeper, message senders
14. **Cell phones and all electronic listening devices are banned during academic day (7:45-2:45)**

* The use of MP3 players within the individual classrooms can be determined by the classroom teacher. MP3 players are not to be used in the hallways, in cafeteria, with a substitute teacher or in any other way that violates the discipline code.

15. Possession of laser pens
17. Tampering with computers
- C. Initiator of Action—Person observing misconduct, e.g. a teacher reports problem via incident card or telephone and incident card to the assistant principal as soon as possible.
- D. Procedure:
 1. Student referred to assistant principal
 2. Assistant principal meets with student, hears student's side of the story and carries out the discipline
 3. Parental contact required.
 4. Referring teacher informed of the assistant principal's action
- E. Disciplinary options available to the administration
 1. Demerits (mandatory)
 2. Assignment to restricted area
 3. Office detention
 4. Parent conference
 5. In-School Suspension (ISS)
 6. Out-of-School Suspension (OSS) 1 to 10 days
- F. Recordkeeping is the responsibility of the Administration

VII. MAJOR BREACHES OF DISCIPLINE—LEVEL 1

- A. Definition: Misconduct directed against other persons or property, but whose consequences do not seriously affect health or safety of others.
 1. Examples:
 - a. Fighting (not premeditated) or intimidation
 - b. Instigating a fight
 - c. Causing injury to another
 - d. Minor vandalism
 - e. Theft (minor or petty)
 - f. Use of disrespectful/abusive/"hate" language or gesture directed at another person. If person is a staff member, Disciplinary Option Number 3 (suspension for 1 to 10 days) is the minimum action to be taken.
 - g. Possession of any explosive device on school grounds. (E-5 mandatory)
 - h. Harassment—The Act of Harassment is initiating any action or comment that is unwanted by an individual.
 - i. Misuse of the school's computer resources will include physical abuse and damage, introduction of non-approved programs including viruses, misuse of software or any other damaging action to either hardware or software. Stealing of data disks and programs will be considered theft of school or personal property. Computer misuse and stealing of computer related materials will result in disciplinary action. Additional examples of unacceptable uses such as but not limited to:
 - Using network for any illegal activity, including violation of copyright or other contracts
 - Using the network for financial or commercial gain
 - Degrading or disrupting equipment or system performance
 - Vandalizing the data of another user
 - Wastefully using finite resources
 - Gaining unauthorized access to resources or entities
 - Invading the privacy of individuals
 - Using an account owned by another user
 - Posting personal communications without the author's consent

- Posting anonymous messages
 - Destruction of computer hardware or software
 - Using the network for pornographic material
 - Giving out a personal account number
 - Using the network to bully or harass
 - Cheating via the computer
- j. Videotaping/recording/photographing staff and students—When on school property and/or involved in a school activity, students are not allowed to videotape, photograph and/or record a staff member or another student that would violate the privacy, dignity and respect of the individual.
- This includes disseminating/posting of personal pictures/recordings of staff members/students when on school property and/or involved in a school activity.
- k. Shanking—pulling a student’s pants/shorts down.
- B. Initiator of Action—Administration
- C. Procedures:
1. Administration investigates infraction. Conference with staff and students involved.
 2. Parental contact
 3. Restitution of damage and property
 4. Records to be kept by administration
- D. Disciplinary Options Available to Administration
1. Overnight suspension
 2. In-School suspension (ISS)
 3. Out-Of-School suspension (OSS) 1-10 days
 4. Involvement of police
 5. Notification of superintendent
 6. Referral service
 7. Temporary removal from class where misconduct occurred.
 8. Demerits
- E. Record keeping is the responsibility of the Administration
- VIII: MAJOR BREACHES OF DISCIPLINE—Level 2**
- A. Definition: Misconduct which results in violence to a person or property or which poses a direct threat to the safety of others in the school.
- B. Examples:
1. Continued Level 1 misconduct
 2. Extortion
 3. Bomb threats
 4. Setting off false alarms
 5. Possession or use of dangerous weapons
 6. Assault and battery
 7. Major acts of vandalism
 8. Major acts of theft/sale or possession of stolen property
 9. Arson
 10. Sale of, possession of, use of or furnishing of alcohol or other drugs.
 11. Intimidation—threats directed against person or property of any staff member or student. (Refer to Board Policy #548)
 12. Sale of, possession of, use of or furnishing of tobacco or smokeless tobacco.
- C. Initiator of Action—Administrator
- D. Procedures:
1. Administration verifies offense
 2. Administration discusses with involved staff and student.
 3. Student removed from school environment. Parents contacted.
 4. Assistant Superintendent and Superintendent notified of problem and a formal report submitted.
- E. Disciplinary Options Available to Administration
1. Suspension (1-10 days) mandatory

in all examples listed previously.

2. Restitution of property and damages
3. Local police/juvenile court
4. Local Justice of the Peace
5. Expulsion from school. Referral to School Board for expulsion hearing.

F. Recordkeeping is the responsibility of the Administration.

(Please note that the list of examples given under “Breaches of Discipline” are not meant to be all-inclusive.)

IX. DISTRICT ALCOHOL AND OTHER DRUGS POLICY (#510)

Student who seeks help for him/herself or a friend and is not under the immediate influence of or transferring or in possession of alcohol or other drugs is not subject to disciplinary action but rather will be afforded help as defined in Policy #510, Section 11-A, 1a and b.

WARNING TO ALL STUDENTS.....any student found to possess, use or abuse alcohol or other drugs for the first time while in school, on school property or while attending a school sponsored activity (on or off campus) will be suspended from school for a minimum of three (3) days and prosecuted by the local police

A second offense for possession, use or abuse of any alcohol or other drugs or a first offense for transfer or sale of alcohol or other drugs will result in prosecution by local police, suspension from school up to ten (10) days and referral to the District Hearing Committee for an expulsion hearing.

Students are restricted from participation in school/class related social activities for ten school months from the date of the policy violation. The student may submit a Policy Violation Restrictions Appeal in writing to the principal no sooner than five (5) school months from the date of the policy violation. The principal, after consultation with appropriate central office staff, has the sole authority to grant or deny the appeal.

X. RESTRICTIONS UPON STUDENT SMOKING AND TOBACCO USE BOARD POLICY #532

1. The Neshaminy School District joins the U.S. Department of Health, Education and Welfare and the Pennsylvania Department of Health in supporting a **No Smoking Program** designed to promote public health, safety and the general welfare of our student body.
2. There is an obligation to both educate and deter students from engaging in smoking, which has been scientifically proven harmful to anyone’s health. Smoking is a societal problem; therefore, the schools need the cooperation of students, parents, local government agencies and the total community if a solution is to be found.
3. **Special Programs and Courses of Study**
The Neshaminy School District shall stress the non-use of tobacco through a comprehensive health curriculum with special emphasis on the elementary student. Assemblies, school nurse involvement and the in-servicing of school staff will also be important aspects of this education.
4. The Board of School Directors of the Neshaminy School District supports **ORDINANCE #92-10** of the Middletown Township Supervisors which prohibits the smoking or carrying of a lighted pipe, cigar, cigarette or the use of smokeless tobacco in any form in all school buildings or in school buses. Violators are subject to a fine by the magistrate

REGULATIONS APPROVED BY THE NESHAMINY SCHOOL BOARD

SECTION I. PROHIBITED CONDUCT/PROHIBITED AREAS

- A. Smoking by students is prohibited during the regular school hours in all school buildings and on all school grounds and buses. It is unlawful for a student to carry a lighted pipe, cigar, cigarette or smokeless tobacco in any form.
- B. Smoking by students shall be prohibited in all school buildings, on school grounds and on school buses within the Neshaminy School District.

- C. School Officials, in conjunction with the Fire Marshall, will post “No Smoking” signs in each building, structure, room or place where smoking is prohibited. The signs should be approved by the Fire Marshall. It shall be unlawful to remove, deface, mutilate or destroy a “No Smoking” sign.

**SECTION II. DISCIPLINARY PROCEDURES FOR SMOKING/TOBACCO VIOLATIONS
ON SCHOOL PROPERTY.**

- A. Students violating any section of the Neshaminy District’s smoking policy, in compliance with the ordinance from Middletown Township, shall be guilty of a summary offense and shall be subject to payment of a fine upon conviction before a district magistrate in the amount which shall not be more than fifty dollars (\$50.00)
- B. The building administrator will complete the policy summary offense form and then send it to the local magistrate for processing. Notification of the violation will be in writing on an established district form and agreed upon by the Township Supervisors and the Board of School Directors of the Neshaminy School District. Parents will be contacted by the magistrate and school administrator on each incident.
- C. **STUDENT VIOLATORS—1ST OFFENSE**
Students will be issued a police summary offense and will be given a one-day suspension.
- D. **2ND AND 3RD OFFENSES—**
A police summary offense will be issued to the student and the student will be given two or more days suspension.
- E. **4TH AND ANY SUBSEQUENT OFFENSES—**
A summary offense will be issued to the student, along with a referral to the principal, where other disciplinary actions will be considered.

SECTION III. DEFINITIONS

For the purpose of interpreting and enforcing this policy, the following definitions should apply:

- A. **Smoking** - Being observed either holding a lighted cigarette or chewing smokeless tobacco or drawing in and exhaling smoke.
- B. **School Building**- Any facility either owned or leased by the Neshaminy School District that is currently being used to house students.
- C. **School Grounds**—Any grounds either owned or leased by the Neshaminy School District.
- D. **School Bus**—Any vehicle either owned or leased by Neshaminy School District that is currently being used to transport students.
- E. **Students**—Any individual who is enrolled in the educational classes being conducted within the school buildings of the Neshaminy School District.
- F. **School Hours**—Those hours designated by the Board of School Directors of the Neshaminy School District.

SECTION IV. NOTIFICATION AND CESSATION PROGRAM

- A. The smoking policy attached, along with the discipline code from Maple Point Middle School should be given to each student upon entering Maple Point Middle School.
- B. With the cooperation of the Maple Point SADD Program and the Neshaminy School District’s nationally known NEST team, a motivational “Stop-Smoking” campaign will be implemented through the use of posters, pamphlets and other educational literature.

DEMERITS - GENERAL GUIDELINES

1. The following demerits are minimums that will be assigned by the assistant principal, even if the assistant principal takes other actions in response to a student’s behavior.
2. Notice that these are minimums. If the circumstances warrant additional demerits in the judgment of the assistant principal, then he/she will levy additional ones above the minimum established.
3. If a student commits two offenses in the course of misbehaving, the demerits assigned should be based on the fact that two offenses have been committed. For example, if a student disrupts class, is sent to the office and subsequently is caught smoking in the lavatory, this will be handled as two offenses.
4. In cases where a student has demerits but has not accumulated 10, that student’s record will

be marked clean only if there are no incident cards turned in on that student for the eight weeks following the last incident.

5. A student will be given either ISS or OSS when he/she has accumulated a total of 10 demerits.
6. After a student is suspended, there are two items that have to be considered:
 - a. Suspension—Upon serving suspension, the student’s record will revert back to a total of five demerits. The student’s record will be reduced 1 demerit each successive week that no incident reports are filed. However, if there are incident cards turned in on that student after returning from suspension, the new demerits assigned will be added to the balance of demerits remaining from the suspension. No further reduction in demerits will occur.
 - b. A student who is suspended is not permitted on school grounds unless accompanied by a parent. Said student **MAY NOT** participate in **ANY** school sponsored activities while on suspension.

SPECIFIC OFFENSE - DEMERITS

- **Absence Notes**—Failure to bring in “Absence Excuse Card” signed by parent—1st offense—detention; 2nd offense—5 demerits
- **Bags/Backpacks**—1st offense—confiscation; 2nd offense—5 demerits
- **Cellular phone and/or electronic listening device use**—1st offense—confiscation with parental pickup; 2nd offense—5 demerits
- **Classroom Disruptions**—(repeated, minor) After parents have been contacted by teacher—5 demerits
- **Computer Piracy**—Any unauthorized copying—10 demerits
- **Cutting Class**—5 demerits
- **Cutting a teacher’s detention** - In addition, this is counted as a class cut by that teacher. Teachers are to give one day’s notice of detention so that parents may be informed—5 demerits
- **Cutting lunch detention**—3 demerits
- **Defiance/Insubordination**—5 demerits
- **Detention disruptions**—5 demerits
- **Dress Code Violation**—1st offense—parent notification, letter, change of clothing; 2nd and subsequent offenses—parent notification, 5 demerits
- **Fighting (or instigating a fight)** - 10 demerits
- **Foul/obscene/”hate” language and/or gesture directed towards another** (repeatedly) after parents have been notified by teacher if incident occurs in classroom, or by the assistant principal if incident occurs in other areas—5 demerits
- **Foul/obscene/”hate” language and/or gesture NOT directed towards another** (repeated use of) after parents have been notified by teacher if incident occurs in classroom, or by the assistant principal if incident occurs in other areas—5 demerits
- **Illegal locker break**—3 demerits
- **Harassment**—Initiating any action or comment that is unwanted by an individual after parents have been notified by the teacher (if incident occurs in the classroom) or notified by the assistant principal (if the incident occurs in other areas) - 5 demerits
- **Lateness to class** (repeated) after parents have been contacted by teacher—3 demerits
- **Lunchroom violations**—repeated minor violations of lunchroom rules and regulations after cafeteria proctor has spoken personally with student—3 demerits
- **Notes/Excuses which have been FORGED**—5 demerits
- **Out of Assigned area with NO pass**—3 demerits
- **Possession of drug paraphernalia** (includes pipes, bong, wrapped paper, roach clips, etc.) - 10 demerits
- **Possession of laser pens**—5 demerits
- **Running in hallway, cafeteria, stairwell and classroom**— 3 demerits
- **Shanking**—pulling a student’s pants/shorts down—10 demerits

- **Spitting/Gleeking**—1st offense—warning
2nd offense—5 demerits
- **Tampering with computer**—5 demerits
- **Vandalism—Major**—10 demerits
- **Vandalism—Minor**—3 demerits

CUTTING OFFICE DETENTION

- A. Assigned by administrator to be served before school for such offenses as:
1. Any breaches of discipline
 2. Lateness to school

After cutting one detention—two are assigned.

If students cuts two detentions—suspension.

CUTTING CLASS

- A. Verification of class cuts—Any unexplained absence from class may or may not be a cut. For all major and minor subjects, teachers will verify all unexplained absences by questioning students about their absences and determining if they actually cut. It is up to the student to produce valid evidence that he/she was not cutting class. The teacher does not have to run around collecting this information. Once the teacher has verified the student's absence as a cut, he will fill out an incident card and submit it to the office.
- B. An illegal day is a class cut in each class.
- C. If a student come in after the halfway point in a period as an unexcused late, it will be considered a class cut.
- D. Teachers have the option of adding up the number of minutes late to class during a marking period towards class cuts. (25 minutes = 1 cut)
- E. Any student who misses work due to class cut will forfeit the right to make up the assignment.

FAILURE TO TURN IN ABSENCE EXCUSE CARD

- A. Students who have been absent for acceptable reasons are expected to return an absence excuse note to their roll call teacher within three school days after returning to school.
- B. The roll call teacher will attempt to obtain this note from his/her student for a period of three days following the student's return to school.
- C. If the student fails to bring in the excuse note after three days, the roll call teacher will turn that student's name and the dates of absences over to the assistant principal.
- D. At this point the assistant principal will declare the day (s) illegal, assign an after-school detention and notify the parents of such. He/she will also determine whether the student's absence was due to an acceptable cause or due to actual cutting of school.
- E. If the assistant principal determines that the incident is simply a "no note offense," he/she will handle the incident himself/herself and communicate with the parents that failure to bring in excuse cards could lead to future court fines and suspension.
- F. The second time a student fails to bring in an absence excuse card within three days he/she will be given five (5) demerits.
- G. The third time a student fails to bring in an absence excuse card within three days, the student will be suspended from school with parents required to come to school with student for a conference.

DEFIANCE

When a teacher or administrator initially thinks a student's behavior is defiant:

- A. Teacher immediately sends student to the office and calls or writes a pass saying "hold." Incident card to follow.
- B. Office secretary does the following:
1. Records the name of the student and referring teacher.
 2. Tells student that the assistant principal will talk with him as soon as possible.
 3. Dismisses student upon direction of assistant principal.
- C. As soon as possible, the teacher goes to talk with the assistant principal about the incident. The

assistant principal will then call the student down no later than the next day and administer the punishment.

LATE TO HOMEROOM/SCHOOL PROCEDURES

All students begin with zero (0) lates. Lates will be cumulative for the year and will be reduced by (1) one by being on time for four (4) weeks.

LATE 1-2-3

On the third (3rd) late, students are assigned to do one week of morning clean up.

LATE 4

Latenesses will be recorded.

LATE 5

Latenesses will be recorded.

LATE 6

Students will be assigned 1 hour clean-up duty.

LATE 7

Students will be assigned two (2) detentions.

LATE 8 and thereafter

At the discretion of the appropriate grade-level administrator, students will be assigned an in-school suspension and/or an out of school suspension.

NOTE: If a student is absent on the scheduled detention date, the student automatically will serve the next scheduled detention when they are in school.

If the students do not attend an assigned detention and/or ISS, the student will receive an immediate Out-of-School Suspension with a mandatory in-school parent conference. Also, the penalty for all future latenesses to homeroom/school will be Out-of-School Suspension with an in school parent conference.

IN-SCHOOL SUSPENSION ROOM PROCEDURES

A student may receive three In-School Suspension incidents per marking period. After the third ISS incident, a parent meeting will be scheduled with the administration in an effort to further a positive change in a student's behavior. If a parent conference is **not** held, additional accumulation of demerits will result in Out-of-School Suspension only.

In the event a student misbehaves while serving an In-School Suspension, parents will be notified to pick up their child immediately on that same day. An additional day of Out-of-School Suspension will occur.

If a parent refuses to pick up their suspended student, Out-of-School Suspension will be the only option for the remainder of the school year.

Furthermore, if a student misbehaves more than one time while serving time in our In-School Suspension room, the option of In-School Suspension will be waived in favor of Out-of-School Suspension for the remainder of the school year.

EXCEPTIONS TO POLICY:

The Assistant Principal may use his/her discretion in assigning a disciplinary procedure greater than what is called for if said offense so warrants. The Assistant Principal who wishes to deviate from the established policy by initiating a lesser procedure than is called for may do so after consultation and agreement with the teacher initiating disciplinary action. In those rare cases where the Assistant Principal and teacher are not able to agree on the deviation the matter will be submitted by the Assistant Principal to the principal who will determine the action to be taken. In case of parental appeal the principal will consult with the A.P. and teacher (s) before taking any action.

BEHAVIOR OF STUDENT ON BUSES STATEMENT

The safety and well being of students riding to and from school is the primary job of the bus driver. To accomplish this task requires the full attention of the driver and complete cooperation of all students.

Any student who interferes with the driver's ability to drive the bus safely will be dealt with firmly and consistently, following all due process guidelines.

Students positively identified by the driver and a member of the school administration as having violated the rules of safe conduct will be dealt with as follows:

LEVEL 1 INFRACTION

- Smoking
- Vandalism +
- Setting off explosive devices ++
- Throwing objects at the driver
- Use of foul, obscene/objectionable language/gestures directed toward the driver
- Illegal use of emergency door
- Fist fights
- Students must pay for damage +
- Suspension from school and/or turned over to police +

ADMINISTRATIVE OPTIONS IN RESPONSE TO LEVEL 1

- A. Suspension from bus for 1—10 school days
- B. Suspension from school for 1—5 school days
- C. Payment for damage to bus
- D. Recommendation to Asst. Superintendent for removal of bus privileges for more than 10 school days
- E. Involvement of local police or magistrate...prosecution of student.
- F. Special seating assignment of bus
- G. Administrative warning (special needs students only.)

LEVEL II INFRACTIONS

- Failure to remain seated
- Loud and obnoxious behavior
- Showing disrespect to driver
- Putting any part of body out window
- Spitting inside or outside of bus
- Use of foul, obscene or objectionable language or gestures among students
- Roughhousing

ADMINISTRATIVE OPTIONS IN RESPONSE TO LEVEL II

- A. Administrative warning to student
 - B. Notification to parents and/or parent conference +
 - C. Assigned seating on bus
 - D. Suspension from bus for 1-5 days +
 - E. After school detention +
 - F. Change in bus assignment +
 - G. Overnight suspension from school +
 - H. Any appropriate provisions of the individual building discipline code
- +Parents to be notified via phone/letter**

PLEASE NOTE: THE ADMINISTRATOR MAY USE ANY OR MORE OF THE OPTIONS LISTED ABOVE.

When the student is suspended from the bus, transportation becomes the responsibility of the parent. Suspension of bus privileges may be carried over the following school year.

STUDENT REMINDER: YOUR BEHAVIOR IN SCHOOL COULD RESULT IN YOUR BEING DENIED THE PRIVILEGE OF PARTICIPATING IN THE SCHOOL'S ACTIVITES.

ATTENTION PARENTS

THANK YOU IN ADVANCE FOR YOUR SUPPORT AND ENCOURAGEMENT.

YOU WILL BE RECEIVING A SEPARATE SIGNATURE PAPER FOR YOU AND YOUR STUDENT TO SIGN.

THIS MUST BE RETURNED TO THE HOMEROOM TEACHER .

THIS PAPER WILL REMAIN IN THE ASSISTANT PRINCIPAL'S OFFICE FOR THE SCHOOL YEAR.

